

HOW TO MAKE THE MOST OF CONFERENCE PARTICIPATION

- 1. Start by familiarizing yourself with the meeting.** Events you may be interested in can be found on www.ibparticipation.org and can be viewed by date or geographic region.
- 2. Reach out to the right audience.**
 - **See if you can make a presentation at the meeting.** Contact the organizers *in advance*. Suggest a topic relevant to the objectives of the organizers and the theme of the meeting. *HINT: be willing to address a broader topic, for example: "Graduate School Opportunities" or "STEM Career Opportunities."*
 - **Get a list of attendees in advance.** Make advance arrangements to meet with faculty and students who are likely to be interested in your area of study/research.
 - **Make the best use of your time and travel budget** by making arrangements to visit other schools or organizations in the area.
 - **Enlist assistance from your staff, colleagues, graduate students and other offices** on your campus.
- 3. Communicate effectively.**
 - **Give a strong presentation** with handouts and *contact information* so that potential students and/or mentors can reach you after the meeting.
 - **Address the interests of the students, faculty or staff you are meeting.** If a student's interests don't fit your program, or if they are not interested in your school or geographic location, *refer them to other programs or funding sources through www.ibparticipation.org.*
 - **Collect contact information from everyone you meet.**
- 4. Most important!!! Follow up.**
 - **Send everyone a thank you email** with your website, a reminder about your program, and other information, as appropriate.
 - **Share contact information** with other staff, faculty or programs. Fax our office copies if you don't have the time or staff assistance to do this (207-563-6069).
 - **Maintain enthusiastic, informative, timely communication with students you are interested in recruiting.**
 - **Make an effort to develop good ties with faculty you meet from "feeder" institutions.** Extend invitations to present on your campus, make visits to their campus, plan follow up meetings at other conferences, and share information via email, etc.